



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 80
APO AE 09630


IMEU-VIC-ESP

SEP 19 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Vicenza Policy Memorandum 06-06 (DES), Building Security

1. Reference AR 190-51, Security of Army Property at Unit and Installation Level, 30 September 1993.
2. Building security during non-operational hours is a vital component of an installation's total physical security posture. Positive procedures must be maintained to ensure that buildings are secured at the end of the workday, and that a responsible person can be contacted in case of an emergency during non-operational hours.
3. Senior occupants of each building will institute a building security plan which at a minimum will require:
 - a. A building responsibility card (HQ AESE-V Form 190-51A, Mar 94) with the names and off-duty telephone numbers (beeper numbers) of a primary and alternate building custodian and will ensure that it is posted on or beside the main door to the activity.
 - b. A memorandum with the above information will be forwarded to the Provost Marshal Office. Memorandums will be updated on a quarterly basis.
4. When a building is found unsecured, the Provost Marshal will list all previous incidents involving that building in the Military Police Journal. Additionally the Provost Marshal will prepare a reply by endorsement memorandum to the commander concerned on the first offense. Memorandums on repetitive offenses will be prepared by the Provost Marshal and signed by the USAG Vicenza Commander.


VIRGIL S.L. WILLIAMS
COL, QM
Commanding

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